

**UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Colorado
721 - 19th Street
Denver, CO 80202-2508**

EMPLOYMENT OPPORTUNITY

Position Title: **CASE ADMINISTRATOR(s)**

Announcement Number 02-BK-02

Open Until Filled

Position(s) Opened: January 27, 2002

Classification Level: CL25*

Starting Salary Range: \$31,240 - \$50,757

*Starting salary will be commensurate with experience and qualifications.

POSITION OVERVIEW:

This position(s) is located in the U.S. Bankruptcy Court for the District of Colorado. The Case Administrator(s) perform(s) and may be primarily responsible for, but is not limited to, the following duties:

*Furnishes non-legal procedural information and forms to persons desirous of filing petitions, claims and complaints at the counter, by telephone, or by letter to members of the general public and the bar regarding the status of bankruptcy actions pending before the Court.

*May act as team leader for teams.

*May be responsible for enhancing team dynamics, employee orientation, team mentoring, coaching and training or retraining of new or transferred employees. May train customers/practitioners.

*May ensure that reports relating to quality statistics are working properly and are generating appropriate data for analysis. May determine need for additional reports and provide automation staff with necessary information to write new reports.

*May assist in maintaining databases, such as the application of installment payments and the attorney address lists; performs follow-up measures as needed, concerning case initiations, dispositions and noticing.

*May operate digital recording equipment as needed.

*Scans and converts all documents filed into image files.

*Communicates with attorneys and bar re: electronic case filing

*Ensures collection and receipt of appropriate fees.

*Maintains respective suspense (tickler) files;

*Utilizes automated reports to administer case management, i.e. issue discharges, orders, notices, close cases, and memos re: adversary proceedings, etc.

*Makes summary entries and assures quality of all documents and proceedings entered on the automated case and adversary dockets.

*Responds to inquiries on case status while providing excellent customer service.

*Responsible for verifying entries made by attorneys are accurate and complete. May develop revised procedures for case administration responsibilities and coordinate and facilitate follow-up training with case administrators and practitioners as needed.

*May assign trustees and set cases for first meetings.

*Issues all civil processes such as summonses for service on involuntary cases and summonses for service on defendants in adversary cases.

*Other duties as assigned.

Preferred/Required Qualifications: *

*(These qualifications will be weighted dependent on a particular team's requirements)

- Possesses a strong customer service background; (possess passion for Customer Svc.)
- Strong typing skills;
- Current familiarity and understanding of the Local Rules and Bankruptcy Code and Rules;
- Legal Assistant experience, (two or more years as legal assistant with excellent clerical skills.);
- Possess experience with and an understanding of operational processes in a court environment;
- Knowledge of suspense control (tickling), noticing, docketing procedures and responsibilities.
- Demonstrated history of being accountable for work product.
- Excellent Computer Skills: (ie)
 - Windows 95/98/2000
 - Directory structures (File Management skills)
 - Internet ability (i.e.. Netscape or Internet Explorer);
 - Corel WordPerfect 9, (Word), Microsoft Office;
 - (email usage) cc:mail/Lotus Notes;
 - Lotus Organizer;
- Cash handling experience;

Additional Desirable Qualifications*:

- Paralegal experience and/or skills;
- Detail oriented.
- Ability to work in both a distracting and a non-distracting environment.
- Excellent communications skills, both written and oral, are mandatory.
- The ability to work on multiple tasks at one time.
- Ability to be mature, flexible and tactful when working under pressure.
- Possess a professional sense of courtroom decorum (i.e. appropriate speech, dress, demeanor).
- The ability to work in a "self-directed team" environment.

REQUIREMENTS: To qualify for a position of Case Administrator one must be a high school graduate or equivalent and must have at least two years general experience and at least two of specialized experience:

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that demonstrates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Apply by submitting ***application*, resume and cover letter to:***

Human Resources Division
District of Colorado
Announcement 02-BK-02
1929 Stout Street, Room C-523
Denver CO 80294

www.cob.uscourts.gov/hrhome.htm

*(Application may be found on the web site or call 303-335-2275)

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill more than one of the same position with this announcement or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.

The selected applicant will be subject to a one-year introductory (probationary) period of "AT WILL" employment and will be subject to "AT WILL" employment thereafter. A knowledge/skills/abilities assessment will be required of applicants considered for interviews.

Employee Benefits

Full-time permanent employees of the United States Bankruptcy Court are not included in the government's Civil Service Classification program. They are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits are:

13 days of paid vacation per year for the first three years of employment, 20 days per year between the third and fifteenth years of employment, and a maximum of 26 days per year after 15 years of employment.

13 days of paid sick leave per year.

Ten paid holidays per year.

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Participation in the Civil Service Retirement Program and/or Federal Employees Retirement System, life insurance options, Thrift Savings Plan plus Social Security.

Participation in the Federal Health Insurance Program.

Participation in a Federal Employees Group Life Insurance Program.

Opportunity of Credit Union membership.

Equal opportunity employer.